



CITY OF NORFOLK

CDBG & HOME PROGRAM

"Serving communities and people who might not otherwise be served"

2004 FUNDING APPLICATION PACKET

LATE APPLICATIONS WILL NOT BE ACCEPTED

**APPLICATIONS DUE ON
WEDNESDAY, FEBRUARY 12, 2003**

5:00 P.M.

AT

**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
810 UNION STREET
ROOM 508 CITY HALL BUILDING
NORFOLK, VA 23510
(757) 664-4752**

CITY OF NORFOLK CDBG AND HOME PROGRAM 2004 FUNDING APPLICATION

APPLICATION SUMMARY SHEET

This Application Packet is to be used by applicants applying for Community Development Block Grant (CDBG) funds and HOME Investment Partnership funds for the fiscal year 2004 funding cycle. This application should be submitted for each separate project (e.g. ***operating funds, acquisition, rehabilitation, demolition, childcare and tutorial programs***).

A. Submission Documentation

The required application format is included. Please note and fulfill all requirements.

Six copies must be provided, one of which should be unbound.

An application workshop will be held on Wednesday, January 29, 2003 at 6:00 p.m. in 5th Floor Conference Room of Norfolk City Hall. Attendance at the workshop is not mandatory for submitting an application.

B. Submission Deadline

ALL APPLICATIONS MUST BE SUBMITTED BY WEDNESDAY, FEBRUARY 12, 2003, BY 5:00 P.M. TO SAUNDRA STEWART, NORFOLK DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, 810 UNION STREET, ROOM 508, NORFOLK, VIRGINIA 23510. THIS REQUIREMENT IS FIRM AS TO PLACE, DATE, AND TIME. MAILED APPLICATIONS SHOULD BE POSTED IN TIME TO BE RECEIVED BY THE DATE AND TIME AT THE LOCATION ABOVE. NO FAXED APPLICATIONS WILL BE ACCEPTED. PLEASE PROVIDE THE NAME OF A CONTACT PERSON, ALONG WITH TELEPHONE NUMBER AND ADDRESS. IF YOU HAVE QUESTIONS OR REQUIRE ADDITIONAL INFORMATION, PLEASE CONTACT KAREN PAULDING, NORFOLK DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AT (757) 664-4752, TDD 664-7322.

Application Review and Decision Process Overview/Calendar

- The application review process has three phases. In the first phase, applications are reviewed by the Consolidated Plan Work Group, which consists of staff from City departments and agencies. Applications are initially reviewed for their eligibility under federal program guidelines. Eligible projects are then reviewed according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program guidelines, and other local priorities. Organizational capacity, experience, and past performance are also considered. Working with the Consolidated Plan Work Group is the Consolidated Plan Advisory Group. This is an eleven member citizen group composed of representatives from organizations and groups that advocate for low income persons or persons residing in areas affected by public actions. This group serves in an advisory capacity.
- The Consolidated Plan Work Group prepares a recommendation that is forwarded to the Norfolk City Planning Commission. The Commission holds a public hearing on this recommendation, and subsequently, prepares its recommendation, which is forwarded to the City Council.
- The Norfolk City Council holds a public hearing on the City Planning Commission recommendation. The action of City Council adopts the Consolidated Plan, finalizing the budgets. Upon completion of the process, the City forwards the adopted Consolidated Plan to the U.S. Department of Housing and Urban Development for approval.
- Projects considered at the City Planning Commission and City Council public hearings are limited to those submitted according to the guidelines and time tables outlined in this package. Applicants are strongly encouraged to attend and participate at these public hearings.

- More detailed information describing these and other related citizen participation processes for the Consolidated Plan are found in Norfolk's approved Citizen Participation Plan. A copy of that plan can be obtained from Saundra Stewart, Norfolk Department of Planning and Community Development, 810 Union Street, Room 508, Norfolk, VA 23510, (804) 664,4752, TDD 664-7322.

FY 2004 Calendar

1. Application Workshop - Wednesday, January 29, 2003 at 6:00 p.m. in the Department of Planning and Community Development, 810 Union Street, Room 508 5th Floor conference room. Attendance is recommended but is not mandatory.
2. Deadline for receipt of applications -Wednesday, February 12, 2003, at 5:00 p.m.
3. Applicant Interviews - February 19, 2003
4. Notice that requests do not meet the CDBG or HOME funding requirements – March 5, 2003. These applications will not receive further consideration.
5. City Planning Commission public hearing on the Proposed Use of Funds Statement – April 10, 2003.
6. City Council public hearing on the Proposed Use of Funds Statement -May 6, 2003*

*Public hearing dates are tentative. Notices of all public hearings will be placed in the Virginian Pilot-Ledger Star and the New Journal and Guide. Please watch for these notices to confirm dates and times of public hearings.

Evaluation Criteria

Project Description	Max. Points 30
----------------------------	-----------------------

Is the activity eligible?
Is the project a duplication of services?
Does the applicant define goals and objectives?
Are the goals attainable and measurable?
Does the applicant have a measure for their goals and objectives?
Does the proposed project address a need in the present Consolidated Plan?

Project Feasibility	Max. Points 25
----------------------------	-----------------------

Will any of these funds be used to leverage other financial resources?
If so, how much?
If match is required, does the applicant identify the sources?
Will the project generate income for reinvestment?
How does the applicant plan to fund future activity?
Are costs assigned to each activity reasonable? (Based upon the number of low/moderate recipients)
Is the proposal financially feasible for the funds requested?

Organizational Capacity	Max. Points 20
--------------------------------	-----------------------

Does the applicant have a developed organizational structure?
Is the applicant financially stable?
Does the applicant have an administrative cap their operating budget?
Does the applicant have prior experience with similar projects?
Do the qualifications of the persons directly involved with the implementation of the project demonstrate the capability to successfully undertake and complete the project?
Does the applicant have a written personnel policy, affirmative action plan and grievance procedures?

Performance Capacity	Max. Points 15
-----------------------------	-----------------------

Does the applicant describe their implementation strategy?
Can the implementation strategy be accomplished within the defined timeline?
Does the applicant have a successful track record?

Overall Impact	Max. Points 10
-----------------------	-----------------------

Does the project have community/neighborhood support?
Does the applicant link services with other agencies within the same service area?

<u>Rating</u>	<u>Maximum Points</u>
Very High	81-100
High	61-80
Average	41-60
Low	21-40
Very Low	0-20

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

I. Introduction

The Housing and Community Development Act of 1974, as amended, has as its primary objective the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income. Grant recipients must certify that their use of funds will address one of three broad objectives - benefit low and moderate families (specifically, 70% of the grant funds must benefit low and moderate income persons), aid in the elimination of slums and blight, or meet urgent needs which pose a serious threat to the health or welfare of a community.

II. Norfolk's Community Development Block Grant Program

The CDBG program generally provides for wide range of activities. Within that framework, the City of Norfolk has prepared a set of guidelines to assist it in meeting Federal and local objectives. These include

- a) funding through the Community Development Block Grant program projects that are difficult to fund through other sources.
- b) working only with incorporated public, nonprofit, and for-profit entities to implement activities in the Community Development Block Grant program.

III. Priority Considerations

- 1. Projects that directly contribute to the goals and objectives of the Consolidated Plan and help the City meet federal program requirements. These are listed on Schedule A.
- 2. Projects that directly contribute to ongoing community and housing improvements efforts.
- 3. Eligible activities that are difficult to fund through other sources.
- 4. Support of qualified community-based services that directly contribute to City objectives.

IV. Eligible Applicants

- 1. Applicants must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake the approved activity(ies) within the boundaries of the City of Norfolk.
- 2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise can be demonstrated through previous experience in successfully developing

projects similar to the one proposed, either by partners or key staff within the business or organization.

3. Applicants must be able to meet other federal requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Pertinent federal requirements are noted in Attachment A. All applicants should be aware however that if funded, additional federal requirements apply.
4. Approved applicants must comply, or demonstrate reasonable ability to comply, with the City of Norfolk's Flow of Funds Requirements.

V. Eligible Activities

Under current regulations, projects assisted with Community Development Block Grant funds may include only the following activities.

1. Acquisition of real property, including air and water rights and other interests, for any public purpose with certain exceptions.
2. Disposition of any real property acquired as part of the Community Development program or the retention of such property for public purposes.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements including senior citizen centers, parks, playgrounds, centers of the handicapped, neighborhood facilities, solid waste disposal facilities, fire protection facilities and equipment, parking facilities, public utilities, street improvements, water and sewer facilities, foundations and platforms for air rights sites, pedestrian walks and walkways, and flood and drainage facilities.
4. Clearance, demolition and removal of buildings and improvements.
5. Provision of public services directed toward improving the community's public facilities and services concerned with employment, crime prevention, child care, health, drug abuse, education, welfare, or recreation. However, not more than 15 percent of the total grant amount may be used for public service activities.
6. Interim assistance to alleviate harmful conditions where immediate public action is determined to be necessary.
7. Payment of the non-federal share required in a federal grant-in-aid program undertaken as part of the community development program.
8. Payment of cost of completing existing urban renewal projects.
9. Relocation payments and assistance for persons, businesses, organizations and farm operations displaced by community development program activities.
10. Payments to housing owners for loss of rental income incurred in holding housing units to be utilized for the relocation of persons displaced by community development program

activities.

11. Removal of material and architectural barriers which restrict mobility and accessibility of elderly and handicapped persons.
12. Acquisition, construction, reconstruction, rehabilitation, or installation of distribution facilities and lines of privately owned utilities where necessary and appropriate to implement revitalization or housing.
13. Rehabilitation of buildings and improvements including rehabilitation of publicly owned non-residential structures, modernization of public housing, and rehabilitation of private properties.
14. Enforcement of housing codes in delineated areas which are deteriorated or deteriorating in which such enforcement, together with public improvements and services to be provided, may be expected to arrest the decline of the area.
15. Rehabilitation, preservation, restoration, and acquisition of historic properties either publicly or privately owned.
16. Activities designed to implement strategies for economic development and neighborhood revitalization carried out by the recipient or a public or a private non-profit entity, a neighborhood-based profit organization, local development corporation, or Small Business Investment Company (SBIC).
17. Activities necessary to develop a comprehensive community development plan and a policy-planning management capacity to assist recipients in effectively determining needs, setting goals and objectives, and devising and evaluating programs/ activities.
18. Payment of reasonable administrative costs related to the planning and execution of community development and housing activities.

VI. Ineligible CDBG Activities

1. Assistance to buildings used for the general conduct of government, except to remove architectural barriers.
2. Expenses required to carry out the regular responsibilities of general local government.
3. Expenses of any political activities, such as candidate forums, voter transportation, or voter registration.
4. Purchase of equipment.
5. Expenses associated with repairing, operating, or maintaining public facilities, except operating and maintenance expenses associated with public service activities.
6. Assistance for the construction of new permanent residential structures or for any program to subsidize or finance such new construction.

7. Income payments, such as housing allowances, down payments, and mortgage subsidies.

SCHEDULE A

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

I. Federal Guidelines

- Each activity must be eligible and must address one or more of the three Broad National Objectives; benefit persons of low and moderate incomes, aid in the prevention or elimination of slums or blight, or meet other community development needs of particular urgency.
- Supports actions the City must certify, such as affirmatively furthering fair housing.

II. Consolidated Plan 2001-2003 Objectives

Affordable Housing

- Improve overall quality of Norfolk's housing stock
- Increase home ownership opportunities for low and moderate income households.

Affordable housing: Public Housing

- Continue efforts to more fully integrate public housing into the larger community.
- Assists public housing residents in improving economically.

Homelessness

- Support the efforts of the Norfolk Homeless Consortium and its members to meet the needs of the homeless and to reduce or prevent homelessness

Special Needs

- Support the efforts of the GHR HIV Planning Council to meet the needs of this population
- Support private sector efforts to add or improve housing for the disabled
- Assist low-income elderly home owners in maintaining their property.

Non-housing Community Development Needs

- Increase economic opportunities for low and moderate income persons
- Improve the livability and marketability of Norfolk neighborhoods, particularly low and moderate income areas

HOME INVESTMENT PARTNERSHIP PROGRAM

APPLICATION INFORMATION

I. Introduction

The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are expanding the supply of decent and affordable housing, particularly rental housing, for low and very low income Americans; strengthening the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing; providing financial and technical assistance to participating jurisdictions; extending and strengthening partnerships among all levels of government and the private sector, including for profit and nonprofit organizations, in the production and operation of affordable housing.

The City of Norfolk has been a participant in the HOME Investment Partnership Program since its inception. Through this program, activities have been undertaken to enhance ongoing neighborhood revitalization efforts, particularly within the Berkley, Brambleton, Park Place, Huntersville, and Lamberts Point communities. For the funding period covered by this application, the City will again assess proposals received in light of its adopted neighborhood plans and housing strategies.

II. Norfolk's HOME Program Parameters

The HOME program generally provides for a wide range of activities. Within that framework, the City of Norfolk has prepared a set of guidelines to assist it in meeting Federal and local objectives. These include

- a) working only with incorporated public, nonprofit, and for-profit entities to implement activities in the HOME Investment Partnership program.
- b) contracting with the Norfolk Redevelopment and Housing Authority to provide oversight of all approved projects.
- c) requiring applicants to assist in satisfying the required Federal match of the HOME program. Qualifying project match includes, but is not limited, cash, value of donated land and real property, value of donated materials and labor, waived taxes, fees, charges. Proposed match sources must be approved and consistent with program regulations.
- d) requiring a minimum of three units within a project. Federal regulations define a project as a site or an entire building, or two or more building, together with the site or sites on which the building or buildings are located, that are under common ownership, management, and financing and are to be assisted with HOME funds, under the commitment by the owner, as a single undertaking. Project includes all activities associated with the site or building.

All projects must be located within City of Norfolk boundaries.

III. Priority Considerations

1. Projects that directly contribute to ongoing community and housing improvements efforts will receive greater consideration.
2. Projects located in the following neighborhoods will be given greater consideration - Berkley, Lamberts Point, Huntersville, Park Place, and Brambleton.

IV. Eligible Applicants

1. Applicants must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake affordable housing activities within the boundaries of the City of Norfolk.
- 2) Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
- 3) Applicants must be able to meet other federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Pertinent federal requirements are noted in Attachment A. All applicants should be aware however that if funded, additional federal requirements apply.

V. Eligible Activities

Several affordable housing activities are allowed under the program. To prevent duplication of services and to encourage performance in areas of need, the following distribution of permitted activities is provided.

A. For profit entities/eligible activities

1. Moderate and substantial rehabilitation of rental properties. Attachment B provides additional information on program requirements for rental rehabilitation assistance.

B. Nonprofit housing providers/eligible activities

1. Assistance to first-time homebuyers and existing homeowners.
2. Property acquisition.
3. New construction.
4. Reconstruction of property owned and managed by nonprofit. May be used in conjunction with #2, property acquisition.

5. Moderate or substantial rehabilitation of property owned and managed by nonprofit. May be used in conjunction with #2, property acquisition.
6. Site improvements.
7. Other reasonable and necessary expenses related to the development of non-luxury housing.

C. Public housing agencies/eligible activities

1. Assistance to first-time homebuyers and existing homeowners.
2. Property acquisition.
3. New construction.
4. Reconstruction.
5. Moderate or substantial rehabilitation.
6. Site improvements.
7. Demolition.
8. Relocation expenses.
9. Other reasonable and necessary expenses related to the development of non-luxury housing.
10. Administrative support.

D. Community Housing Development Organizations/Eligible activities

1. Homebuyer Assistance
2. Property acquisition.
3. New construction.
4. Reconstruction.
5. Moderate or substantial rehabilitation.
6. Site improvements.
7. Demolition.
8. Relocation expenses.
9. Other reasonable and necessary expenses related to the development of non-luxury housing.
10. Administrative support.

A Community Housing Development Organization (CHDO) has among its purposes the provision of decent housing that is affordable to low and moderate income persons; has a demonstrated capacity to carry out activities assisted with HOME funds; has a history of serving the community within which the housing to assisted with HOME funds is located; is organized under State or local laws; has standards of financial accountability; and has tax exemption under section 501(c) of the Internal Revenue Code. At least one-third of a CHDO's governing board must be low-income residents or elected representatives of such residents.

Application Instructions

The following forms can be used for your request. If these forms are not used, your proposal must follow the same format. While additional pages may be used in responding, applicants are **STRONGLY ENCOURAGED** to be brief and very specific in their responses, using only the space provided to the extent possible. **AN APPLICATION MUST BE SUBMITTED FOR EACH PROJECT.** (A project may have several closely interrelated activities. In that case, one application is sufficient.)

The application has five (5) sections. They are:

Application Cover Sheet (Form 1): This summary sheet must be attached to your application.

Statement of Applicant: This statement outlines key conditions relative to the submission of the application. It must be signed by a person with appropriate authority and attached to the application.

Project Description and Budget Statements: This section is designed to provide a complete description of project(s), associated costs, and resources available for project(s) implementation. All requested data must be provided.

Statement of Applicant Experience: This series of questions is designed to highlight the applicant's ability to successfully undertake the proposed project. All questions must be answered.

Required Attachments and Supportive Attachments: This section requires specific documents to be included with the application. Current letters of support are optional.

Make sure you have included all applicable data with your submission. Your application must be complete and correct as of the date of submission. Applications missing substantive items, or misrepresenting material facts, will be considered incomplete, and rejected. **Six copies of your application must be submitted, one of which should be unbound.**

2004 FUNDING APPLICATION

DATE: _____

Requested Grant Funding Type: _____CDBG _____HOME

A. AGENCY REQUESTING FUNDING

1. Name of Applicant/ Organization: _____

2. Project Title: _____

3. Chief Executive Officer or Director: _____

a. Attach your 501 c3 description to this application:

4. Address: _____

5. Street: _____

6. City: _____ State _____ Zip _____

7. Telephone: () _____ Fax: () _____

8. Project Address: _____

9. Affordable Housing Project Yes ☐ No ☐ N/a ☐

10. Public Service: Yes ☐ No ☐ N/a ☐

11. Public Facility and Improvements Yes ☐ No ☐ N/a ☐

12. Continuing Project ☐

13. New Project ☐

Expanded Service ☐
Area Project:

14. Amount Requested: \$

Should be the same amount indicated on budget forms(s).

B. STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That this request maybe forwarded for consideration under other budget processes if it is determined that alternative sources may be appropriate.
3. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
4. That the City of Norfolk may request or require changes in the information submitted, and may substitute its own figures which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
5. That, if the project(s) is recommended and approved by City Council, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
6. The City of Norfolk reserves the right not to fund any submittals received.
7. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
8. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines
9. That past program and financial performance will be considered in reviewing this application.
10. That services are to be provided at no cost to citizens during the grant period. All program income (ie: fees, repayments, foreclosures, etc.) must be remitted to the City.
11. That, if the project(s) is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
12. That, if project(s) is funded, the City will perform an environmental review prior to the obligation of funds.
13. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements,

circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the City.

14. That a project's funding does not guarantee its continuation in subsequent action plans.
15. That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in Virginia, and in the aggregate naming the City, its employees and agents as additional insures) will be submitted to the City prior to receiving funds.
16. That proof of Fidelity Bonding, in an amount to be determined by the City of Norfolk, with a company licensed to do business in Virginia will be submitted to the City prior to receiving funds.
17. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.
18. Agrees to abide by the City of Norfolk's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.

By signature below, the applicant acknowledges the above in its name on this _____ day of _____, 2003.

Name of Organization

By:

(Signature)

(Title)

C. PROJECT DESCRIPTION AND BUDGET STATEMENTS

Describe the Project and how the CDBG/HOME Funds will be used:

[illegible]

State the program outcome and objective of the project.

(Outcomes and objectives must be results oriented, specific and measurable, for example: if the project is a workshop, list the number of workshops, how many participants are expected to attend, and how the participant will benefit.)

If your project is funded this year and is an on-going or multi-phased activity, provide evidence by attaching proof of commitments for the project.

BUDGET FORM and NARRATIVE

Please complete the operating budget as applicable according to the instructions. Your budget must show that the amount requested.

The budget narrative should be prepared in such a way as to give a total picture of your project and the resource available to it. A complete explanation of the value and type of any in-kind contributions should be thoroughly explained. It is important that your budget figures clearly relate to what is proposed in the preceding narrative.

MATCHING FUNDS	TOTAL PROJECT COST	

BUDGET NARRATIVE	
BUDGET ITEM	EXPLANATION

OPERATING BUDGET INSTRUCTIONS

The Budget should contain the following items as applicable:

1. Salaries and Wages: List all full-time and part-time employee positions by title and salary.
2. Fringe Benefits: Total fringe benefits project employees will receive.
3. Supplies: Include the cost of expendable items that are used; i.e., office supplies, cleaning supplies, light bulbs, etc.
4. Printing: Costs associated with printing document forms, etc.
5. Postage: Include the cost of mailing reports, documents, etc.

6. Utilities: Included electric gas, water, Hampton Roads Sanitation District (HRSD).
7. Travel Cost: Budget narrative should included explanation
8. Insurance: The types and amounts of insurance coverage.
9. Rental of Equipment: Total amount of equipment rental; i.e., file
10. Purchased equipment: Total amount of equipment purchased

CDBG AND HOME BUDGET WORKSHEET OPERATING PROJECT

(For CDBG and HOME direct grant administration and CHDO Operating funds only)

Project Title: _____

Organization Name: _____

Grant Program: _____

PROPOSED OPERATING EXPENSES	GRANT REQUEST COL 1	OTHER FUNDS COL 2	TOTAL PROJECT COST COL 3
1. Personnel Services			
2. Fringe Benefits			
3. Supplies			
4. Printing			
5. Postage			
6. Utilities			
7. Travel			
8. Insurance			
9. Equipment Rental			
10. Equipment Purchase			
11. Contract Services			
12. Audit			
13. Other (specify)			
14. Other (specify)			
15. Other (specify)			
Total Operating Expenses			

PROPOSED PROJECT BUDGET

The Budget should contain all applicable budget items for the proposed project to be funded:

PROPOSED PROJECT BUDGET (For CDBG and HOME Projects)				
BUDGET ITEM	GRANT REQUEST	OTHER FUNDS	Total Project Cost	
Construction / Rehabilitation Cost				
Off-Site Costs				
Design Costs				
Project Administration / Overhead				
Other Costs (Please itemize)				
Salaries and Wages				
Fringe Benefits				

Volunteer (In-kind)				
Consultant/ Contract Services				
Travel Costs (please specify)				
Rental / Lease/ Purchase of Equipment				
Building & Space Costs				
Consumable Supplies				
Insurance (describe types and amounts)				
Telephone				
Postage				
Utilities				
Other Costs (Please itemize)				
Total				

*Explain any in-kind costs in budget narrative.

D. APPLICANT EXPERIENCE

1. List and briefly describe similar projects or past activities your organization has previously undertaken.

2. Discuss the outcomes of the programs mentioned above in measurable terms.

3. Describe the organization's experience in working with federal funds, including outcomes.

4. Describe the organization's experience in working with private or foundation grants, including outcomes.

5. Describe the organization's experience in working with City of Norfolk funds, including outcomes.

E. Required Documents and Optional Support Documents

Please attach to this sheet the following required support documents.

***Failure to provide these documents are grounds to reject this application.**

1. A copy of the organization's most recent Audit/Financial Statement and a current budget indicating projected revenue sources and expenditures.
2. A list of the Organization's Board of Directors which indicates their address, phone, neighborhood of residence, place of employment, and term of appointment.
3. Proof of incorporation.
4. Proof of tax exempt status, or effort to obtain same prior to receipt of funding.
5. Copy of the agency's most recent personnel policy, affirmative action plan and grievance procedures or a statement indicating that such plans are not in place.